

## Membership Application Form

The information provided by you on this form will assist the Australian Institute of Company Directors to provide information and services aligned with your specific needs. Please complete all sections using black or blue ink, placing a cross (X) in the appropriate box and return to your local Australian Institute of Company Directors office with payment (see back for contact details). Incomplete forms may be returned to obtain required information. Unsigned forms will be returned.

This application form can also be completed online at [companydirectors.com.au](http://companydirectors.com.au)

### Membership criteria

Which membership grade are you applying for?

#### Member (MAICD)

To join into the category of **Member (MAICD)** you must have at least two (2) or more years experience as:

- A director or alternate director of a company
- A senior executive with managerial responsibilities equivalent to those of an executive director
- A partner or sole proprietor of a professional practice or unincorporated business
- A member of local Boards of Advice of companies
- Academic personnel at the level of, or equivalent to, Professor
- Senior person with professional qualifications employed by a body corporate

#### Affiliate (AAICD)

Entry to the category of **Affiliate (AAICD)** is appropriate for anyone who:

- Does not meet the extended requirements for becoming a Member (MAICD)
- Is a full time student at an Australian Tertiary Education Institution, or has a general interest in our work

A continuing professional director development program called Director Professional Development applies to Member, Graduate and Fellow categories of member. Details can be found on our website.

All membership options are personal to the Member and are not transferable. **Please note we do not offer corporate memberships.**

### About you

#### Personal details

Mr / Mrs / Ms / Miss / Dr / Other: \_\_\_\_\_

First name: \_\_\_\_\_

Middle name: \_\_\_\_\_

Surname: \_\_\_\_\_

Preferred name (if applicable): \_\_\_\_\_

Honorifics (e.g. AO, AM): \_\_\_\_\_

Date of birth: DD / MM / YYYY \_\_\_\_\_

Gender: Male  Female  Undisclosed  Unspecified

Preferred email: \_\_\_\_\_

#### Home contact details

Address: \_\_\_\_\_

Suburb / Town: \_\_\_\_\_ State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

#### Business contact details

Position title: \_\_\_\_\_

Organisation name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb / Town: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

#### I prefer to be contacted at:

Preferred phone contact: Business  Home  Mobile

Preferred mail contact: Business  Home

I authorise AICD to contact my Personal/Executive Assistant and my Personal/Executive Assistant to contact AICD on my behalf. (See privacy policy for more information)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

We will use, where possible, your preferred method of communication when contacting you about a specific issue.

Have you ever been found guilty of a criminal offence or had an offence proven against you with no conviction recorded? Yes  No

For the purposes of this application, you are not required to disclose spent convictions, or any other convictions or proven offences with a sentence of less than 30 months' imprisonment, on the condition that 10 years (or 5 years for juvenile convictions) has elapsed since the conviction was recorded or the offence proven. That is, you are required to disclose all convictions, other than spent convictions, that are less than 10 years old (or 5 years for juvenile convictions). In this case, please specify the offence, date and place of conviction and sentence for each relevant conviction:

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Have you ever been banned/disqualified from being a director, providing financial services or engaging in any other activity? Yes  No

If so, please provide details:

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Have you ever been bankrupt or had a bankruptcy discharged or annulled? Yes  No

If so, please provide details:

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Have you, or any entity of which you are (or have been) a director, officer, senior manager or other decision-maker, ever been involved in any conduct that was not consistent with the objects, interests or reputation of the AICD as set out in the Constitution and Code of Conduct? Yes  No

If so, please provide details:

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## What role do you hold which is most relevant to your membership with us?

Organisation's name:

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Job title:

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When did you hold this role? MM/YYYY to MM/YYYY or present

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### Type of role (select one only)

- Academic
- Author
- Business Owner
- Chair
- Consultant
- Deputy Chair
- Economist
- Executive Director
- In between roles
- Manager
- Managing Director
- Non-Executive Director
- Other
- Partner
- Retired Director
- Company Secretary
- Senior executive reporting directly to a board
- Student

### Sector of organisation

- Listed
- Private
- Not-for-profit (NFP)
- Public

### Size of organisation

- Micro - less than five employees
- Small Business - less than 20 employees
- Medium - 20 to 199 employees
- Large - 200+ employees

### Industry of organisation

- Agriculture, forestry and fishing
- Mining
- Manufacturing
- Electricity, gas, water and waste services
- Construction
- Wholesale trade
- Retail trade
- Accommodation and food services
- Transport, postal and warehousing
- Information media and telecommunications
- Financial and insurance services
- Rental, hiring and real estate services
- Professional, scientific and technical services
- Administrative and support services
- Public administration and safety
- Education and training
- Health care and social assistance
- Arts and recreation services
- Other services

## Career history

Have you ever reported to a board? Yes  No

If yes, what year did you first report to a board: \_\_\_\_\_

If yes, what role and organisation was this for: \_\_\_\_\_

\_\_\_\_\_

Have you ever been a director? Yes  No

If yes, what year did you first become a director: \_\_\_\_\_

If yes, what role and organisation was this for: \_\_\_\_\_

\_\_\_\_\_

Are you on a board committee? (Please list) \_\_\_\_\_

If this role is a directorship,  
is it remunerated? Yes  No

If this role is a non-executive directorship,  
is this your current main profession? Yes  No

## Career opportunities

Are you actively seeking a new/additional  
directorship? Yes  No

Is your long term goal to pursue a professional  
director career? Yes  No

## I would like to hear more about...

Receive news and information that most interests you. Fill in your preferences below to help us deliver more relevant communications to you.

### Sectors

Listed company

Private company

Government

Not-for-profit

### Core governance themes and interests

Advocacy agenda (economy, public policy and society)

Board and executive relationship

Board and organisational culture

Community and grassroots governance

Corporate social responsibility and shareholder engagement

Diversity (gender, skills mix, board and executive team composition)

Duties and responsibilities of executives, directors and boards

Education and development - for you, your board and your business

Innovation

Reporting to the board

Small to medium businesses and boards

Strategy and risk

Technology, cyber-security and digital disruption

Thought leadership on governance (future trends)

## Motivation to join

What prompted you to join our membership? (select one only)

I have received a new or additional directorship

A board member recommended I join

I am seeking further studies in governance and directorship

I want to improve my knowledge in  
corporate governance and director issues

I am exploring the development of a career as a director

I want to network within director community

I want to contribute to advocacy for director issues

Other

## Tax invoice\*

### Amount payable

Australian Members (including GST)	
Joining fee	\$220.00
One year membership subscription	\$575.00
<b>Total</b>	<b>\$795.00</b>

Overseas Members (exclusive of GST)	
Joining fee	\$140.00
One year membership subscription	\$260.00
<b>Total</b>	<b>\$400.00</b>

\*Prices quoted in Australian dollars and are valid from 1 July 2017 to 30 June 2018 unless otherwise advised.

### Payment details

Please do not send credit card information via email.

I require a tax invoice for payment

Please email tax invoice to: \_\_\_\_\_

Please debit my credit card account \$ \_\_\_\_\_

If a corporate card is used, I warrant that I am authorised to use it to pay for this membership

Is your company paying for your membership fee? Yes  No

Amex  Diners  Mastercard  Visa

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: MM / YYYY \_\_\_\_\_

Signature: \_\_\_\_\_

This form will serve as your Tax Invoice for GST upon full payment. You may be able to claim an Input Tax Credit equivalent to the amount of GST paid depending on your circumstances. Please keep a copy. Australian Institute of Company Directors ABN 11 008 484 197

### Declaration

I meet the criteria and hereby apply for membership of Australian Institute of Company Directors. I agree to be bound by its Constitution and By-Laws and the Code of Conduct. I declare that all of the information provided by me on this form is true and correct and I am not aware of any circumstances which may affect my application other than those I have disclosed on this application form. I understand the Australian Institute of Company Directors is a not-for-profit company limited by guarantee and that my guarantee is limited to twenty dollars (\$20.00).

For further information refer to our website [companydirectors.com.au](http://companydirectors.com.au)

Signature: \_\_\_\_\_

Date: DD / MM / YYYY \_\_\_\_\_

**We are unable to process this form without the declaration being signed and dated by the applicant.**

### Privacy statement

We use the information in this application to assess your eligibility for the membership related application you are making and to otherwise manage your membership. When we collect information of a sensitive nature (such as criminal history, health information, referee or financial information) from you, we only use or disclose it to assess and process your application. We use date of birth to identify you in our records. Otherwise we use information in membership related applications (including date of birth) and records of your interactions with Company Directors to provide information and services aligned with your specific needs and to keep track of your Director Professional Development points. Corporations Law requires us to keep a register of members containing name and address and to disclose this information on request. Some of our contracted service providers are located in other countries including US, UK and Singapore. We take reasonable steps to ensure these service providers do not breach the Australian Privacy Principles (APPs). If you authorise Company Directors to contact your personal/executive assistant, you must give them the details of this notice. If your assistant contacts us on your behalf we will ask them to identify themselves using the contact information you gave us. Unless you opt-out we publish a list of new members and other membership milestones (for example, graduation) in our Company Director Magazine. Unless you opt-out we will send you marketing communications with offers of benefit to you from Company Directors and selected partners (via letters, telephone and electronic communications such as email and SMS) until 12 months after you cease to be a member or your last interactions with us. Log into the Company Directors website to opt-out or contact Company Directors by phone or email. For more about our information handling practices including how you can ask for access to and correction of the personal information we hold about you and how to make a complaint see our privacy policy at [companydirectors.com.au/general/privacy-policy](http://companydirectors.com.au/general/privacy-policy)

### Refund policy

Membership fees will not be refunded by us except where:

- An application for membership is declined.
- Exceptional circumstances prevent a member from continuing their membership.

Written applications will be assessed on a case by case basis.

### Disclaimer

The details on this form were accurate at the time of printing. Australian Institute of Company Directors reserves the right to make changes where necessary.

### What happens next

Send your completed forms to your local office at the relevant address below. Address to: **Australian Institute of Company Directors**. Please do not send credit card information via email. If you require assistance completing the form, please contact us **t:1300 739 119**

Upon receipt of your application, your payment will be processed and you will then receive a confirmation email. You will be entitled to member rates (on courses, events and publications) and eligible for use of our post-nominals. Within approximately one month you will receive a membership pack including a membership certificate. Membership is subject to Division Council approval. Any application not approved will be notified in due course.

### Contact details (Please do not send credit card information via email)

#### Australian Capital Territory

GPO Box 1371  
Canberra ACT 2601  
e: [act@aicd.com.au](mailto:act@aicd.com.au)

#### New South Wales

Level 30, 20 Bond Street  
Sydney NSW 2000  
e: [nsw@aicd.com.au](mailto:nsw@aicd.com.au)

#### Northern Territory

GPO Box 482  
Adelaide SA 5001  
e: [sa-nt@aicd.com.au](mailto:sa-nt@aicd.com.au)

#### Queensland

GPO Box 73  
Brisbane QLD 4001  
e: [qld@aicd.com.au](mailto:qld@aicd.com.au)

#### South Australia

GPO Box 482  
Adelaide SA 5001  
e: [sa-nt@aicd.com.au](mailto:sa-nt@aicd.com.au)

#### Tasmania

GPO Box 681  
Hobart TAS 7001  
e: [tas@aicd.com.au](mailto:tas@aicd.com.au)

#### Victoria

PO Box 380,  
Collins Street West  
Melbourne VIC 8007  
e: [vic@aicd.com.au](mailto:vic@aicd.com.au)

#### Western Australia

PO Box Z5333,  
St Georges Terrace,  
Perth WA 6831  
e: [wa@aicd.com.au](mailto:wa@aicd.com.au)

#### International

Level 30, 20 Bond Street  
Sydney NSW 2000  
Australia  
e: [international@aicd.com.au](mailto:international@aicd.com.au)